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| Title: Medication Incident Reporting Procedures | <input checked="" type="checkbox"/> Policy | <input checked="" type="checkbox"/> Procedure | <input type="checkbox"/> SOP |
| Category: Quality Management Dept/Prog/Service: Base Hospital Program | Distribution: NW Region Ambulance Operators & Paramedics, Base Hospital Physicians | | |
| Approved: Program Medical Director & Program Manager | Approval Date: Jul 04 | | |
| Signature:  | Reviewed/Revised Date: April 2017 | | |

CROSS REFERENCES: *Quality of Care Review- Quality of Care Information Protection Act (QCIPA) Protected (QM-80); Quality of Care Review- Not covered under QCIPA (QM-81; Mandatory Disclosure of Harm-Critical incidents (QM 70); Medication Incident Reporting Procedures (QM 500)*

1. PURPOSE

This policy will direct the Paramedic in the reporting procedures for all medication events.

2. POLICY STATEMENT

The Paramedic responsible or the person having the most knowledge of the event if the person responsible is not known is deemed “responsible”. The responsible Paramedic is required to report the medication event to the Base Hospital Medical Director as indicated below.

3. PROCEDURES

Reporting: Patient Involved Event

All patient involved events **shall be reported immediately** by the Paramedic as applicable as follows:

- i. To the Base Hospital Physician (BHP) who ordered the drug
- ii. To the BHP when a complication arises following administration of **any** drug
- iii. To the receiving facility caregiver/professional who is engaged in the immediate transfer of care upon your arrival and/or the person most responsible for continuing to care for the patient
- iv. To the NW Regional Base Hospital Medical Director

Note that all or some may apply. Each event is different.

Reporting: Non-Patient Involved Event

All non-patient involved events shall be reported by the Paramedic to the NW Region Base Hospital **by the end of the shift** in which the medication event occurred or was discovered.

Contacting the Base Hospital

During regular business hours contact the Base Hospital Main Office to report the medication event; Business Hours are Monday – Friday, 8 AM – 4 PM

After regular business hours contact the Base Hospital Main Office and leave a voicemail message to report the medication event to the Medical Director. Your voicemail will be considered “Base Hospital notification”. Follow- up by Base Hospital will occur on the next business day

If there is an **urgent need** to contact the NW Region Base Hospital after hours the Paramedic may request CACC to contact the Base Hospital Medical Director or Program Manager

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Documentation of the Medication Event

The Base Hospital requires accurate, complete, and timely documentation regarding medication events. The Paramedic should be careful to distinguish fact and observed findings from supposition and subjective findings when reporting any medication event. The Paramedic may be contacted by the Base Hospital to complete or clarify a report as necessary.

The following documents are typically required following a medication event:

Ambulance Call Report (ACR)
NW Base Hospital Program Event Report

4. QUALITY ASSURANCE

- i. The Base Hospital clinical staff will review all medication event reports to ensure completeness by the Paramedic;
- ii. The Paramedic will be contacted by Base Hospital staff to clarify or complete their report when necessary;
- iii. The Base Hospital clinical staff will complete the TBRHSC Safety Report (online) with the information obtained from the event report if applicable;
- iv. A copy of the event report will be retained within Base Hospital Program files for periods of time that is consistent with the Thunder Bay Regional HSC policy and/or the MOHLTC guidelines.

5. RELATED PRACTICES AND/OR LEGISLATIONS

- i. *Ambulance Act (Ontario) and Ontario Regulation 257/00*
- ii. *Health Canada Controlled Drugs and Substances Act (CDSA)*

6. REFERENCES

- i. *BLS & ALS Patient Care Standards*
- ii. *Superior North EMS Narcotic & Controlled Substance Policies OD-47, 48, 49, 50, 51, 52 & 53*
- iii. *NW Base Hospital Program Event Report*